

# **CMS Net**

# **MailMan**

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## MailMan

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**What is MailMan?**

The MailMan Option is used to communicate among CMS Net system users and to send notifications that an action has occurred. This feature provides easy documentation of communication. MailMan appears in the roll-and-scroll data entry format.

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**How do I get to MailMan?**

Access to MailMan is at the Primary Option prompt.

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**Steps to Access Mailman**

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Step	Action
1	At the Primary Option Menu, type in <i>"M" for MailMan</i> in upper case.
2	Press <Enter>.

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✓After pressing <Enter>, you will see the following prompt.

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To see what options are available to you, do the following steps.

---

```
AIS      Assume the Identity of SHARED,MAIL
AML      Assume another identity as a surrogate
HML      MailMan Help ...
NML      New messages and responses
OML      Other MailMan Functions ...
RML     Read a message
SML     Send a Message
```

---

(Quit)

---

#### What are my options?

The most frequently used options are:

- Read a message
- Send a message



#### **To Read a Message.**

This option is used to read and reply to messages in a mail basket starting with the first message in the basket and progressing in order to the last. A number of other commands can also be invoked after reading a message. Messages are numbered as received and are displayed by number.

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After logging onto CMS Net and you have mail messages, the following message will display on all menu screens:

```
{YOU HAVE "" NEW MESSAGES ["" IN THE 'IN' BASKET]}
```

---

---

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---

Step	Action
1	Type in "R" for <i>Read Mail</i> at the MailMan Menu prompt.
2	Press <Enter>.

---

✓After pressing <Enter>, the following prompt appears:

---

```
Select MailMan Menu Option: R  Read a message
Read MAIL BASKET: IN//
LAST Message Number: 5    Messages in BASKET: 5

IN Basket Message: 1//
```

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You have the option to do one of the following:

- Press <Enter> to read messages in the IN Basket
- Enter a “?” to get a list of other baskets

---

✓As a result of either pressing <Enter> or entering a message number, the following appears:

---

```
Subj: TEST  [#210] 31 Mar 1999 10:49  3 Lines
From: AMOS,KATHY  in 'IN' basket.   Page 1
```

```
-----

THIS IS A TEST
HAVE A GOOD DAY
BYE
```

```
Select MESSAGE Action: IGNORE (in IN basket)//
```

---

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**To Print the Message**

To print the message, do the following:

---

Step	Action
1	Type “P” for <i>Print</i> at the prompt.
2	Press <Enter>.

---

After pressing <Enter>, the following prompt appears:

---

Print recipient list ? NO//

---

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**MailMan**, Continued

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Step	Action
1	Press <Enter>.

---

After pressing <Enter>, the following prompt appears:

---

Print From Response: Original Message//

---

Step	Action
1	Press <Enter>.

---

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**MailMan**, Continued

---

After pressing <Enter>, the following prompt appears:

---

Print From Response: Original Message//

---

After pressing <Enter> twice, the following appears:

---

This is a test.

Select MESSAGE Action: IGNORE (in IN basket)//

---

---

Step	Action
1	Press <Enter>.

---

You have now successfully printed a MailMan message.

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**Common  
Responses to  
the Message  
Actions.**

The following options can be selected:

- |           |   |  |
|-----------|---|--|
| <ENTER>   | - | Accepts the default set up by user.                          |
| BACKUP    | - | Back-up to the beginning of message.                         |
| DELETE    | - | Deletes the message from the basket                          |
| IGNORE    | - | Quit reading the message and leave the message in the basket |
| PRIORITY  | - | Toggle priority delivery on and off for responses            |
| QUERY     | - | List the recipients of the message                           |
| REPLY     | - | Send a reply back to the recipients of the message           |
| SAVE      | - | Save the message in another basket                           |
| VAPORIZE  | - | Choose a date to delete message for basket.                  |
| WRITE     | - | Write a new message (same as SEND A MESSAGE)                 |
| COPY      | - | COPY the message into another that can be edited.            |
| EDIT      | - | Edit message or PRIORITIZE transmission of message queues.   |
| FORWARD   | - | Forward message to other recipients                          |
| NEW       | - | Force message to appear as NEW                               |
| TERMINATE | - | Terminate (stop) seeing future replies to the message        |

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**To Send a Message.**

This Message Option is used to create and distribute messages.

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Start at the MailMan Menu Option prompt, as seen below:

---

Step	Action
1	Type in “S” for <i>Send Mail</i> at the MailMan Menu prompt.
2	Press <Enter>.



---

✓After pressing <Enter>, the following prompt appears.

---

```
Select MailMan Menu Option: S  Send a Message

Subject: test
Enter the text of the message
  1>This is a test.
  2>
```

---

Step	Action
1	Enter the message <i>Subject</i> (3 or more characters) Example: Test
2	Press <Enter>.
3	Enter the <i>Text</i> of the message.
4	Press <Enter> twice.

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**To Edit a Line**    ✓After pressing <Enter> the second time, the following prompt appears.

---

EDIT Option:

---

Step	Action
1	Type the Line Number you want to edit.
2	Press <Enter>.

---

✓After pressing <Enter>, the following prompt appears.

---

1>This is a test.  
 ReplaceThis is a test.

---

Step	Action
1	At the “Replace” prompt, type the word (s) to be replaced.
2	Press <Enter>.

---

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## MailMan, Continued

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✓After pressing <Enter>, the following prompt appears.

---

```
EDIT Option: 1
1>This is a test.
ReplaceThis is a test. WithhLet's have lunch.
```

---

Step	Action
1	At the “With” prompt, type the new word (s).
2	Press <Enter> twice.

---

After pressing <Enter> twice, the following prompt appears:

---

```
Edit line:
```

---

You have the option to either edit another line or press <Enter> twice to the “Send Mail” prompt.

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✓ The following is what you would see as you create and send a message.

---

```
Select MailMan Menu Option: S  Send a Message
Subject: Test
Enter the text of the message
  1>This is just a test.
  2>
EDIT Option:

Send mail to: AMOS,KATHY//
  Select basket to send to: IN//
And send to:

Select TRANSMIT option: Transmit now//
  Delivering [222]... .
Sent

Select MailMan Menu Option:
```

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**Edit Options  
While Creating  
a Message**

You will have the following as options, which can be used when creating and sending messages.

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Option	Description
<b>EDIT</b>	The sender may: <ul style="list-style-type: none"><li>-Add or delete message recipients</li><li>-Edit Subject line and message text</li><li>-Make the message "Information Only" (no responses allowed)</li><li>-Make the message "Closed" (message cannot be forwarded)</li><li>-Make the message "Confidential" (no surrogates can read messages)</li></ul>
<b>PRIORITY</b>	Recipients are prompted with bulletins alerting them a priority message has been received.
<b>CONFIRMATION</b>	A sender of a message will receive an acknowledgement when each recipient reads the message.
<b>TRANSMIT</b>	Send the message (default)
<b>^ (up carat)</b>	To cancel the message.

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